GENERAL SCHEDULE #17 - Michigan Public Libraries

This Retention and Disposal Schedule covers records that are commonly found in **public libraries**. The records that are described on the attached pages are deemed necessary (1) for the continued effective operation of Michigan government, (2) to constitute an adequate and proper recording of its activities, and (3) to protect the legal rights of the government of the State of Michigan and of the people. We, the undersigned, believe that this schedule meets the administrative, legal, fiscal and archival requirements of the State of Michigan.

Christy P. Brandau	12/9/04
Christie Brandau, State Librarian	(Date)
Department of History, Arts and Libraries, Library of Michigan	
David Johnson	12/8/04
David J. Johnson, State Archivist	(Date)
Department of History, Arts and Libraries, State Archives of Michigan	
Debra Gearlart	12/8/04
Debra Gearhart, Director	(Date)
Department of History, Arts and Libraries, Records Management Services	
APPROVED	1/18/05
State Administrative Board	(Date)

GENERAL RETENTION SCHEDULE #17 MICHIGAN PUBLIC LIBRARIES INTRODUCTION

The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Michigan law (MCL 399.5 and 750.491) requires that all public records be listed on an approved Retention and Disposal Schedule that identifies how long the records must be kept to satisfy administrative, legal, fiscal and historical needs. Schedules also identify when records may be destroyed, and when certain records can be sent to the State Archives of Michigan for permanent preservation. Records cannot be destroyed unless their disposition is authorized by an approved Retention and Disposal Schedule. All schedules are approved by the Records Management Services, the State Archives of Michigan and the State Administrative Board. There are two types of schedules that government agencies may use:

- A "general schedule" will cover records that are common to a particular type of
 government agency, such as a public library. General schedules may not address
 every single record that a particular agency may have in its possession. General
 schedules do not mandate that any of the records listed on the schedule be created.
 However, if they are created in the normal course of business, the schedule
 establishes a retention period for them.
- Any record that is not covered by a general schedule must be listed on an "agency-specific schedule" that will address records that are unique to a particular government agency. Agency-specific schedules always supersede general schedules. Agency-specific schedules only address the records of the agency named on the schedule, and may not be used by another agency.

General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Libraries need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition of "nonrecords" can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal mhc rms GS1 local 110758 7.pdf).

Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using

different recording media. Government agencies are responsible for ensuring that their records are properly retained and remain accessible during this entire retention period. Various laws identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Select records series that are listed on this schedule may be exempt from public disclosure, in accordance with the provisions of the Freedom of Information Act and/or the Library Privacy Act. Please consult with your attorney or the Library of Michigan if you need additional information.

The State of Michigan Records Management Services is available to assist government agencies with their questions about record retention and acceptable recording media. Agencies may contact the Records Management Services at (517) 335-9132. Additional information is also available from the Records Management Services' website http://www.michigan.gov/recordsmanagement/.

Table of Contents:

Board of Directors	item #17.001 - 17.005
Administration	item #17.006 - 17.019
Finance	item #17.020 - 17.045
Facilities Management	item #17.046 - 17.052
Human Resources	item #17.053 - 17.070
Information Technology	item #17.071 - 17.079
Support Services	item #17.080 - 17.096
Programming and Publicity	item #17.097 - 17.105
Local History Collection	item #17.106 - 17.109
Library Cooperatives	item #17.110 - 17.130

Appendix I: Topical Index

Appendix II: Frequently Asked Questions

State of Michigan Department of History, Arts and Libraries - Records Management Records Retention and Disposal Schedule

DeptCode DeptName

/GS17/ Public Libraries

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.001 -	Bylaws	PERM	01/18/2005

Bylaws state the purpose of the library, establish the structure and responsibilities of the board, and state the manner in which the library will meet its regulatory requirements and achieve best practice standards. Bylaws are created and amended by the board. These records are preserved permanently to document the institutional memory of the library.

17.002 - Policies, Procedures, and Directives

PERM 01/18/2005

Policies may include statements on hours of operation, rules and regulations for the reading rooms, gifts and donations, human resource management, and other administrative matters. They may govern the use of patron cards, loan periods for various materials, fines and other charges, collection development, reference services, access to the Internet and other library equipment. Personnel policies may include job descriptions and requirements, as well as policies concerning leave, appropriate behavior, evaluation, and benefits. Policies may also document how the library will comply with statutory regulations, such as the Americans with Disabilities Act, the Freedom of Information Act, and the Library Privacy Act, and laws governing employment, environmental health, fiscal accountability, and civil rights. This series does not include policies that are not reviewed by the board. These records are preserved permanently to document the institutional memory of the library.

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year

SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.003 -	Annual Reports	PERM	01/18/2005
	These records document the library's services and finances over the previous year. They are presented to the board for review and approval. They may include narrative and statistical reports summarizing circulation, interlibrary loan (ILL), finances, programming, and other major issues facing the library over the year. These records may include audits, circulation, administrative, and financial reports. These records are preserved permanently to document the institutional memory of the library.		
17.004 -	Meeting RecordsOpen Session	PERM	01/18/2005
	Meeting records document all matters brought before the board at meetings. Board records document all changes to policies, board resolutions, millage proposals, and board correspondence. They include agendas, minutes, and supporting documentation. Supporting documents may include copies of the Librarian/Director's report, monthly financial/Treasurer's reports, circulation reports, budgets, financial audits, committee reports and minutes, library flyers, newspaper clippings, or publicity materials concerning the library. This series does not include meeting notices, bulletins, or documentation of meeting related expenditures. If audio and/or video recordings of the meeting are transcribed, the recordings can be destroyed once the minutes are approved. These records are preserved permanently to document the institutional memory of the library.		
17.005 -	Meeting RecordsClosed Session	EVT	01/18/2005
	These records consist of minutes taken during a closed session, including any audio or visual recordings. EVT = Closed session meeting records shall be destroyed 1 year, plus 1 day from the date that the meeting minutes are approved.		

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.006 -	Administration - General Correspondence	CR+2	01/18/2005
	General correspondence does not pertain to a specific project or case, and it is often organized chronologically or by correspondent's name. General correspondence may include referral correspondence. If the correspondence does pertain to a specific project or case, it should be filed with that project or case file. General correspondence may exist in a variety of formats, including memos, letters, notes and electronic mail messages. This series also includes automated or manual tools that index and/or track when correspondence was received, the topic of the correspondence, who is responsible for responding to the correspondence, and when the correspondence is considered closed for further action. Correspondence concerning transient and non-substantive matters can be discarded when it is no longer of use for reference.		
17.007 -	Director/Assistant Director's Reports	CR+7	01/18/2005
	These monthly reports to the board summarize current issues facing the library. They are both narrative and statistical, and include information received from department managers. A copy of the report is included in board meeting records.		
17.008 -	Administrative Subject Files	ACT+5	01/18/2005
	These records are used to support administrative analysis, program and project planning, procedure development, and programmatic activities for a library. Subject files are generally organized alphabetically by topic. Document types may include periodic activity reports (narrative and statistical), special reports, topical correspondence, research materials, project planning notes, organizational charts, agency descriptions, etc. Subject files do NOT include files related to individual program activities, human resources files, and accounting records. For topics of continuing interest, files may be segmented into annual files. ACT = while of interest for ongoing administration.		

01/20/2005 3:54:05 PM Page 3

EVT = **Event**

DISP = **Immediate Disposal**

SUP = **Superseded**

Series Title	Total Retention	State Administrative Board Approval Date
Meeting Records-Internal Staff	CR+2	01/18/2005
These records may include meeting minutes, agendas, and distribution materials related to staff meetings consisting of members that are entirely or primarily internal to the library.		
Planners/Calendars	CR+2	01/18/2005
These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks.		
Donor FileMonetary Donations	CR+7	01/18/2005
This file contains information about donors of monetary contributions to the library. These donations may be used for construction, equipment, special projects, library programs, etc. Information in the file may include the donor name, contact information, and the amount of money donated. This file may include receipts for donations, letters of acknowledgment, and supporting documentation.		
Donor FileProperty Donations	ACT	01/18/2005
This file contains information about donors of property (such as furniture, computers, etc.) to the library. Donors of popular or used books are usually not included in the files. Information in the file may include the donor name, contact information, and an inventory of the item(s). This file may include receipts for donations, letters of acknowledgment, and supporting documentation. ACT = while the item is in the possession of the library.		
	Meeting Records-Internal Staff These records may include meeting minutes, agendas, and distribution materials related to staff meetings consisting of members that are entirely or primarily internal to the library. Planners/Calendars These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. Donor FileMonetary Donations This file contains information about donors of monetary contributions to the library. These donations may be used for construction, equipment, special projects, library programs, etc. Information in the file may include the donor name, contact information, and the amount of money donated. This file may include receipts for donations, letters of acknowledgment, and supporting documentation. Donor FileProperty Donations This file contains information about donors of property (such as furniture, computers, etc.) to the library. Donors of popular or used books are usually not included in the files. Information in the file may include the donor name, contact information, and an inventory of the item(s). This file may include receipts for donations, letters of acknowledgment, and supporting documentation. ACT = while the	Meeting Records-Internal Staff CR+2 These records may include meeting minutes, agendas, and distribution materials related to staff meetings consisting of members that are entirely or primarily internal to the library. CR+2 Planners/Calendars CR+2 These may be electronic or manual planners and calendars that are used to track an individual staff member's work-related meetings, assignments, and tasks. CR+7 Donor FileMonetary Donations CR+7 This file contains information about donors of monetary contributions to the library. These donations may be used for construction, equipment, special projects, library programs, etc. Information in the file may include the donor name, contact information, and the amount of money donated. This file may include receipts for donations, letters of acknowledgment, and supporting documentation. ACT Donor FileProperty Donations ACT This file contains information about donors of property (such as furniture, computers, etc.) to the library. Donors of popular or used books are usually not included in the files. Information in the file may include the donor name, contact information, and an inventory of the item(s). This file may include receipts for donations, letters of acknowledgment, and supporting documentation. ACT = while the

01/20/2005 3:54:05 PM Page 4

EVT = **Event**

 $\mathbf{EXP} = \mathbf{Expiration}$

 $FY = Fiscal\ Year$

DISP = Immediate Disposal

 $\mathbf{CR} = \mathbf{Creation}$

ACT = Active

SUP = **Superseded**

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.012 -	Friends of the Library Files	ACT	01/18/2005
	These organizations support library services and fund raising. Library files concerning these organizations may contain lists of current officers and members, informational reports from the Friends group, meeting minutes, copies of the group's 501c3 status documentation, by-laws, correspondence, and information about fundraising projects. ACT = while of interest for ongoing administration.		
17.013 -	Annual Report to the Library of Michigan	CR+10	01/18/2005
	This statistical report is submitted to the Library of Michigan annually, and describes the governing structure of the library, its size, the population of the area served, hours of operation, circulation, holdings by type of material, number of users, the volume of reference queries, computer usage statistics, budgetary information, sources of library income, and expenditures. Libraries are encouraged to retain these records permanently to document their institutional memory.		
17.014 -	Grant Files	ACT	01/18/2005
	These files document grants from the Library Services and Construction Act (LSCA), Library Services Technology Act (LSTA), Reed Act, the Gates Foundation, Universal Service Fund, and any		

These files document grants from the Library Services and Construction Act (LSCA), Library Services Technology Act (LSTA), Reed Act, the Gates Foundation, Universal Service Fund, and any others. The files may include planning session documents, meeting notes, the grant application, contracts with builders, files from construction, and final reports. ACT = until the grant expires, plus any additional time that is required by the granting institution.

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.015 -	Millage Records	CR+6	01/18/2005
	These records document efforts by the library to generate revenue through millage increases. They may include ballot proposals, legal correspondence, tallies of previous votes, vote projections, publicity materials, and flyers. Related records include resolutions by the board to request millage increases and legal opinions on the ballot proposal.		
17.016 -	Accident Reports/Claims	CR+7	01/18/2005
	The Personal Injury/Property Damage Claim/Incident Report gives details about any unexpected incidents on the library premises. It lists the location, witnesses, person injured, type of injury or property damage, and actions to prevent reoccurrence. The reports are reviewed and signed by relevant administrators. These files may include related information, such as witness statements, medical information, legal counsel, or subsequent claims.		
17.017 -	Patron Disciplinary Files	ACT+5	01/18/2005
	These files document patrons who have received disciplinary action or prohibitory sanctions. They are organized by patron name, and consist of letters sent to patrons describing the unacceptable activity and the prohibitions on patron privileges. They may also contain correspondence with public safety or patron guardians. ACT = Until date of the last incident involving the patron.		

ACT = **Active**

SUP = **Superseded**

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.018A -	Strategic PlanningDevelopment Documentation	SUP	01/18/2005
	These documents are used to outline the mission and long-term goals for the library. A consultant, management team, staff, board, and/or community members may prepare plans. SUP = retain until the subsequent plan is approved.		
17.018B -	Strategic PlanningFinal Approved Plan	PERM	01/18/2005
	This is the final version of the strategic plan that is approved by the library board.		
17.019 -	Freedom of Information Act (FOIA) Records	CR+1	01/18/2005
	This file will document any requests for information or public records maintained by the library. They may include requests for information, correspondence, a copy of the information released, and billing information.		
17.020 -	Final Annual Budget	CR+10	01/18/2005
	The budget forecasts income and allocates expenditures for the next fiscal year. Revenue sources may include governmental entities, grants, fees, fines, sales, and service provision. Expenditures may include payroll, facilities, electronic equipment, collection development, supplies and other maintenance costs. These records are presented to the board for approval, and official copies are generally kept in board meeting packets. If the final version is not kept in the board packet, the copy maintained by the finance staff should be kept permanently.		

01/20/2005 3:54:05 PM Page 7

EVT = **Event**

 $\mathbf{EXP} = \mathbf{Expiration}$

 $FY = Fiscal\ Year$

DISP = **Immediate Disposal**

 $\mathbf{CR} = \mathbf{Creation}$

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.021 -	Budget Documentation	CR+5	01/18/2005
	These records are used to prepare the library's budget. The files may include planning materials, such as current budget and financial reports, projections of revenue, expenses (materials, services, marketing, IT), and fixed costs, and requests by each department for funding. The draft budget is sent to the board for approval and may be kept with the board meeting records.		
17.022 -	Annual Financial Report/Audit	CR+10	01/18/2005
	These records document the library's financial condition and evaluate the accounting practices of the previous year. The annual financial report may include a balance sheet of assets and liabilities, an income and expense statement, and notes explaining any discrepancies. Michigan law (P.A. 2 of 1968 and amendments M.C.L. 141.421 et al.) requires any local government agency that serves more than 4,000 residents to have an annual audit. An audit is conducted by an outside accounting firm and includes comments on the library's accounting practices. These records are presented to the board for approval, and official copies are generally kept in board meeting packets. If the final version is not kept in the board packet, the copy maintained by the finance staff should be kept permanently.		
17.023 -	Monthly Financial Reports	FY+7	01/18/2005
	These statistical reports list the income and expenses for library operations. They may itemize income streams and expenses such as state aid, millage, investment income, cash receipts, fixed costs, payroll, and purchases. These record may be created in electronic accounting systems and consist of balance sheets or profit/loss versus budget reports. A copy is kept with board meeting records.		

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.024 -	Accounts Payable/Receivable	FY+7	01/18/2005
	Accounts payable lists money owed by the library and accounts receivable lists money owed to the library from the time from inception to resolution. Accounts payable may include purchase of equipment, supplies, insurance, contract services, performances, and obligations from standing orders that have not yet been paid. Accounts receivable may include payments due to the library from governmental entities or from grantors among others. These records may be generated manually or they may be maintained using electronic accounting software.		
17.025 -	Journal Entries/General Ledger	FY+7	01/18/2005
	Revenue and expenditures are entered into the journal from source documents such as cash receipts, invoices, deposit slips, and checks. They are then arranged by account numbers in the general ledger. Electronic accounting systems automatically post entries into accounts. Separate journals and ledgers may be generated manually or may be part of an electronic accounting system.		
17.026 -	Balance Sheet	FY+7	01/18/2005
	This record reports all financial liabilities and assets of the library at any given time. It may include income and expenses, as well as assets and liabilities in current accounts		
17.027 -	Deposit Slips and Cancelled Checks	FY+7	01/18/2005
	Deposit slips record money deposited in specific bank accounts; cancelled checks record payments made		
	ACT = Active CR = Creation EXP = Expiration SUP = Superseded EVT = Event DISP = 1	FY = Fis	scal Year

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.028 -	Invoices	FY+7	01/18/2005
	These documents accompany the exchange of goods and services between customers and vendors. They may list the items and price of goods and services purchased or sold by the library. They are source documents for journal entries/general ledgers and accounts payable/receivable records.		
17.029 -	Purchase/Order Records	FY+7	01/18/2005
	This file documents the ordering of goods that are not added to the library's collection, such as monographs, serial publications and recordings. The file may include purchase requisitions, purchase orders, and packing slips. These records are source documents for the journal/general ledger, and accounts payable ledger. Records of a purchase are usually compared to invoices and are filed with packing slips and payment records.		
17.030 -	Sales Records	FY+7	01/18/2005
	These records document sales, and may identify the item sold, price, and name of purchaser. It does not include cash register receipts		
17.031 -	Cash Receipts	FY+6	01/18/2005
	This file contains cash register totals that are tallied by the day or week. These receipts are entered into a cash receipts record that may separate receipts into various accounts such as audio-video rentals, fines, sales of items, lost books, donations, photocopies, fax, or miscellaneous. These records may include cash register tapes, cash box tallies, cash journals, or cash accounts in electronic accounting systems.		
	ACT = Active CR = Creation EXP = Expiration SUP = Superseded EVT = Event DISP =	FY = Fis	scal Year

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.032 -	Petty Cash Vouchers	FY+7	01/18/2005
	Vouchers authorize expenditures from cash registers drawers or petty cash boxes. Vouchers are used to reconcile the daily cash count with the cash receipts.		
17.033 -	Bank Statements and Reconciliations	FY+6	01/18/2005
	These records list all transfers of money through a given bank account. For each bank account held by the library, the bank provides a statement listing all deposits and withdrawals made during the previous calendar month. Attached to the statement is a reconciliation form which the library uses to compare their drafts, transfers, withdrawals, and deposit records with those on the bank statement		
17.034 -	Contracts	EXP+6	01/18/2005
	This record series consists of any original contracts that document agreements between the library and vendors or customers. It may also include contracts with Internet service providers, other agencies, library cooperatives or consortiums, as well as depository agreements with governmental entities. Contract files also document equipment and professional service contracts for elevators, wireless phones, copiers and microfilm reader/printers, and legal, security, and janitorial services. Contracts may be filed with supporting documents pertaining to the contract, and amendments to the contract.		
17.035 -	<u>Leases</u>	EXP+6	01/18/2005
	This file contains any leases for library buildings.		

SUP = Superseded EVT = Event DISP = Immediate Disposal

EXP = Expiration

 $\mathbf{CR} = \mathbf{Creation}$

01/20/2005 3:54:05 PM

ACT = **Active**

FY = Fiscal Year

Item Number	Series Title			Total Retention	State Administrative Board Approval Date
17.036 -	Legal Opinions			PERM	01/18/2005
	These files consist of corresp legal counsel to the library.	ondence with the la	w firm that provides		
17.037 -	<u>Litigation Files</u>			ACT+5	01/18/2005
	These files document any liti They may include deposition data, exhibits, research mater clippings, etc. ACT = until c	s, transcripts, decisi rials, reports, press r	ons, correspondence,		
17.038 -	Annual Inventory and Dep	reciation Schedule	8	FY+7	01/18/2005
	This record is a list of all may Library policy determines the on an inventory. The cost of useful life of the property. G (GASB) Statement 34 (1999) inventoried and listed on a decirculating and non-circulating vehicles, and office equipment document for the annual final inventory until their active life.	e value at which pro these items is then a overnmental Standa o requires that librar epreciation schedule ag collections, furniont. The report is use notial report. Items	perty must be included distributed across the ards Accounting Board y property be a. This includes ture, computers, ed as a source		
17.039 -	State Tax Returns			FY+7	01/18/2005
	These statements report the tor use of library facilities and and use tax statements to the	l equipment. The li	brary may submit sales		
	ACT = Active	CR = Creation	EXP = Expiration	FY = Fis	scal Year

01/20/2005 3:54:05 PM Page 12

EVT = **Event**

DISP = **Immediate Disposal**

SUP = **Superseded**

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.040 -	Payroll Deduction/Liability Records	FY+7	01/18/2005
	These records document payment of financial liabilities for monies withheld from employee wages. The records may include the quarterly form 941 to pay the Internal Revenue Service for taxes withheld, coupons accompanying the quarterly transfer of state withholding taxes, unemployment wage detail reports and the quarterly report, as well as any records of charitable contributions deducted from payroll. It also includes documentation of employer contributions to employee insurance		
17.041 -	<u>Insurance</u>	EXP+6	01/18/2005
	These files contain any insurance policies that the library has purchased or records of any claims against those policies. Policies may cover library contents, library vehicles, general liability, directors' and officers' liability, insurance against business interruption, and failure of information systems.		
17.042 -	Bids Not Awarded	CR+7	01/18/2005
	This file consists of formal bid packets submitted in response to a request by the library. When the library selects one provider for goods and services, other formal bids are retained as evidence supporting the final choice and as reference.		

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.043 -	W-2 Forms	FY+6	01/18/2005
	This form documents the annual gross wages, federal, state, Medicare, and local taxes withheld for the purpose of reporting income taxes. One copy is retained and duplicates of these forms are given to employees W-2 Forms		
17.044 -	Employer Contributions to Retirement Accounts	FY+7	01/18/2005
	These records are used to calculate and document library payments to employee retirement plans. Files may contain forms that are used to report gross wages and hours for each employee, the invoice for the employer contribution, and documentation of the transfer of funds		
17.045 -	Payroll Summaries	FY+7	01/18/2005
	Payroll summaries tally the gross pay and all deductions for every employee by the month, year, or pay period. The records may be created manually, by a payroll service, or using an electronic accounting system. They do not include employee names, but may organize information according to department or job status. Payroll summaries are source documents for monthly and annual financial reports		

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.046 -	Blueprints/Building Plans	PERM	01/18/2005
	Plans and blueprints give specific construction details for existing buildings, later improvements, asbestos abatement, or new construction. They are kept for on-going reference, maintenance, or renovation. If the library sells the property, the new owner should be given these documents.		
17.047 -	Licenses and Permits	EXP+1	01/18/2005
	This file contains legally required permits and licenses for regular operation of the library facilities and services, as well as construction. It includes a sales and use tax license and any building and elevator permits.		
17.048 -	Inspection Reports	ACT	01/18/2005
	Government officials who have inspected the library facilities generate these reports. Governmental regulations require regular inspections by fire and elevator inspectors. Inspection records from renovation projects, asbestos abatement projects, and any legally mandated projects should include supporting documentation. ACT = until superseded or equipment/building is not owned by the library.		

Federal law [OSHA 29 CFR 1910.1200.g] requires that employers provide Material Safety Data Sheets to staff regarding any hazardous material on the premises. These sheets includes information on product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as well as any regulatory information. These records are maintained where they are readily available by employees working with or near the materials. ACT= while the hazardous material being used or stored is on library property.	ACT+30	01/18/2005
provide Material Safety Data Sheets to staff regarding any hazardous material on the premises. These sheets includes information on product manufacturer, composition, physical and chemical properties, identification of hazards, fire hazard, accidental release measures, handling and storage, first aid measures, toxicology, ecological information, disposal and transport considerations, as well as any regulatory information. These records are maintained where they are readily available by employees working with or near the materials. ACT= while the hazardous material being used or stored is on library property.		
17.050 - Security Log		
	CR+3	01/18/2005
The log consists of reports regarding unusual incidents occurring on library property. This log may include or refer to videotaped or eye witness accounts, descriptions of damage or injury, dates, times, and nature of the incidents, along with other pertinent information. Files may also address further investigations or court proceedings		
17.051 - <u>Surveillance Tapes</u>	CR+0/2	01/18/2005
These are videotapes of activity taking place on library property		

SUP = Superseded EVT = Event DISP = Immediate Disposal

EXP = Expiration

FY = Fiscal Year

 $\mathbf{CR} = \mathbf{Creation}$

ACT = **Active**

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.052 -	Vehicle Files	ACT	01/18/2005

These files record financial and maintenance information about individual vehicles in the library fleet. The records are arranged according to vehicle and include the title and maintenance records. They may include insurance documents, and fuel/use records. ACT=life of the vehicle.

17.053 - Payroll Records

ACT+40 01/18/2005

Payroll records document the gross pay and all deductions for each employee for every pay period. These records may list the hours worked, pay rate, all deductions (withholding taxes, FICA, Medicare, insurance premiums, charitable contributions, and retirement benefits), and any miscellaneous adjustments. These records are source documents for payroll summaries and may be required to calculate retirement benefits. A copy of these records is often included on the payroll check stub. These records may be created manually, in an electronic payroll system, or by a payroll service. ACT = while individual is employed by the library.

17.054 - Personnel Files

01/18/2005

These files are maintained for each employee and contain records that document all human resource related transactions that occurred during the employee's period of active employment. They are used to record employee performance and remuneration, maintain current contact information, and keep track of employee benefits (including retirement). This series is subdivided to distinguish those documents requiring different retention periods.

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year

SUP = Superseded EVT = Event DISP = Immediate Disposal

Series Title	Total Retention	Administrative Board Approval Date
Personnel Files-Retirement, Leave, and Life Insurance Records	ACT+40	01/18/2005
Retirement records document the eligibility for and determination of retirement benefits. These files include membership applications, notice by the employee of the qualifying event, application to receive retirement benefits, any change of name or address forms, and changes in designated beneficiaries forms. Leave records document any intervals in which the employee was not accruing retirement benefits. They may include the employee's request for a leave, any supporting documents, and managerial decisions. Life insurance files include enrollment and beneficiary forms for life and accidental death insurance plans. ACT = while individual is employed by the library.		
Personnel Files-Application, Hiring, Salary, and Position	ACT+7	01/18/2005
These records document the qualifications possessed by the employee to carry out their duties. It includes resumes, letters of reference and/or a signed release for reference, transcripts, required licenses, notes and ratings from the job interview, the official letter of hire stating position and salary, performance evaluations, any changes to the position and rate of pay for the employee, any disciplinary reviews and outcomes, and requests for change in position. If a union contract states that specific documents in these files should be retained for a shorter period of time, then the library should follow the retention period that is agreed to in the contract. ACT = while individual is employed by the library.		
Personnel Files-Withholding Forms	SUP+6	01/18/2005
These files consist of signed federal, state, and local tax withholding forms that are filed with the respective government agencies. They may also include forms authorizing savings plans or pledged donations		
	Personnel Files-Retirement, Leave, and Life Insurance Records Retirement records document the eligibility for and determination of retirement benefits. These files include membership applications, notice by the employee of the qualifying event, application to receive retirement benefits, any change of name or address forms, and changes in designated beneficiaries forms. Leave records document any intervals in which the employee was not accruing retirement benefits. They may include the employee's request for a leave, any supporting documents, and managerial decisions. Life insurance files include enrollment and beneficiary forms for life and accidental death insurance plans. ACT = while individual is employed by the library. Personnel Files-Application, Hiring, Salary, and Position These records document the qualifications possessed by the employee to carry out their duties. It includes resumes, letters of reference and/or a signed release for reference, transcripts, required licenses, notes and ratings from the job interview, the official letter of hire stating position and salary, performance evaluations, any changes to the position and rate of pay for the employee, any disciplinary reviews and outcomes, and requests for change in position. If a union contract states that specific documents in these files should be retained for a shorter period of time, then the library should follow the retention period that is agreed to in the contract. ACT = while individual is employed by the library. Personnel Files-Withholding Forms These files consist of signed federal, state, and local tax withholding forms that are filed with the respective government agencies. They	Personnel Files-Retirement, Leave, and Life Insurance Records Retirement records document the eligibility for and determination of retirement benefits. These files include membership applications, notice by the employee of the qualifying event, application to receive retirement benefits, any change of name or address forms, and changes in designated beneficiaries forms. Leave records document any intervals in which the employee was not accruing retirement benefits. They may include the employee was not accruing retirement benefits. They may include the employees request for a leave, any supporting documents, and managerial decisions. Life insurance files include enrollment and beneficiary forms for life and accidental death insurance plans. ACT = while individual is employed by the library. Personnel Files-Application, Hiring, Salary, and Position ACT+7 These records document the qualifications possessed by the employee to carry out their duties. It includes resumes, letters of reference and/or a signed release for reference, transcripts, required licenses, notes and ratings from the job interview, the official letter of hire stating position and salary, performance evaluations, any changes to the position and rate of pay for the employee, any disciplinary reviews and outcomes, and requests for change in position. If a union contract states that specific documents in these files should be retained for a shorter period of time, then the library should follow the retention period that is agreed to in the contract. ACT = while individual is employed by the library. Personnel Files-Withholding Forms SUP+6

01/20/2005 3:54:05 PM Page 18

EVT = Event

DISP = Immediate Disposal

SUP = **Superseded**

Series Title	Total Retention	State Administrative Board Approval Date
Personnel Files-Health Plans	SUP+1	01/18/2005
These files include applications for employee benefits, such as health, dental, vision, long-term disability, accident, and flexible benefit plans.		
Personnel Files-Union Membership	ACT	01/18/2005
These files include all records about the employee's union membership. They may contain membership application forms, authorization for payroll deductions for union dues, and requests for non-union status. ACT = until superseded or employment ends		
Personnel Files-Electronic Funds Transfer	ACT+1	01/18/2005
This file includes signed applications and authorization for any funds to be transferred electronically from payroll accounts. ACT = until superseded, voided, or employment ends.		
I-9 File	EVT+3	01/18/2005
Federal Form I-9 includes verification by employers of identity and immigration status of all new employees. Federal code 8 CFR 274A.2 (1998) requires that employers maintain signed copies of I-9 forms for 3 years after the date of hire or one year after termination, whichever is later		
	Personnel Files-Health Plans These files include applications for employee benefits, such as health, dental, vision, long-term disability, accident, and flexible benefit plans. Personnel Files-Union Membership These files include all records about the employee's union membership. They may contain membership application forms, authorization for payroll deductions for union dues, and requests for non-union status. ACT = until superseded or employment ends Personnel Files-Electronic Funds Transfer This file includes signed applications and authorization for any funds to be transferred electronically from payroll accounts. ACT = until superseded, voided, or employment ends. 1-9 File Federal Form I-9 includes verification by employers of identity and immigration status of all new employees. Federal code 8 CFR 274A.2 (1998) requires that employers maintain signed copies of I-9 forms for 3 years after the date of hire or one year after termination, whichever is	Personnel Files-Health Plans These files include applications for employee benefits, such as health, dental, vision, long-term disability, accident, and flexible benefit plans. Personnel Files-Union Membership ACT These files include all records about the employee's union membership. They may contain membership application forms, authorization for payroll deductions for union dues, and requests for non-union status. ACT = until superseded or employment ends Personnel Files-Electronic Funds Transfer ACT+1 This file includes signed applications and authorization for any funds to be transferred electronically from payroll accounts. ACT = until superseded, voided, or employment ends. Federal Form I-9 includes verification by employers of identity and immigration status of all new employees. Federal code 8 CFR 274A.2 (1998) requires that employers maintain signed copies of I-9 forms for 3 years after the date of hire or one year after termination, whichever is

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.056 -	Staff Work Schedules	ACT+2	01/18/2005
	These records consist of schedules of employee hours in order to provide library services during hours of operation. They may list the days of the month, the name of employees and hours of work. ACT = until the end of the pay period.		
17.057 -	Time and Attendance	CR+7	01/18/2005
	Time cards, timesheets, etc. and are used to document the attendance and hours worked by date and time. The records may be signed by the employee. They are usually organized chronologically by pay period and then by name.		
17.058 -	Vacation and Sick Leave Calculator and Report	FY+7	01/18/2005
	These records are used to determine the amount of vacation and sick time available to each employee according to the hours worked in the pay period		
17.059 -	Time Off/Vacation Requests	FY+1	01/18/2005
	These forms document requests for time off. They may include the date of request and the dates of requested absence. They do not include documentation of extended leave without pay, which are kept in the personnel file.		

ACT = **Active**

SUP = **Superseded**

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.060 -	Employee Injury Records-Exposure	ACT+30	01/18/2005
	These files consist of any reports of accident or injury involving exposure to toxic substances or blood-borne pathogens. These files are maintained separately from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, applications for continuation of insurance, and any supporting medical documentation. Access to these files is governed by OSHA 29CFR 1910.1020(d)(1)(i). ACT = while individual is employed by the library.		
17.061 -	Employee Injury Records-Non-exposure	ACT+7	01/18/2005
	These files consist of any reports of accidents or injuries involving the employee. Libraries are not required to make annual reports to OSHA, but must report any incident in which more than three employees are injured (29 CFR 1904.2). Records of injuries are kept separate from the personnel file. These files may include incident reports, medical reports, responses by supervisors and management, requests for medical leave, insurance forms, application for continuation of insurance, and any supporting medical documentation. OSHA requires any information pertaining to job-related illness and injury to be kept on file for five years after the end of the fiscal year in which the event occurred. ACT = while individual is employed by the library		
17.062 -	Grievances	ACT+7	01/18/2005
	These files document employee grievances against the library and the resolution of the grievance. It includes written grievances sent to the Human Relations Director, the response of the Director, correspondence, summary sheets, legal documents, and employee history information. ACT = until the grievance is closed		

01/20/2005 3:54:05 PM Page 21

EVT = **Event**

EXP = Expiration

CR = Creation

FY = Fiscal Year

DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.063 -	Union Contract Negotiation Files	EXP+3	01/18/2005
	This file documents the negotiations and resulting contract with employee labor unions and is used for referral in subsequent negotiations. It may include the following: salary and benefit schedules, ground rules proposals and counter proposals, secondary negotiations, meeting minutes or notes, any agreements, draft contracts with changes, and the final contract		
17.064 -	Staff Newsletter	ACT	01/18/2005
	Internal newsletters communicate new policies and procedures and relate important news to employees. They are used to disseminate information and promote staff cohesion. ACT = until no longer needed for reference. However, libraries are encouraged to retain newsletters permanently to document the library's history.		
17.065 -	Job Applications-Not Interviewed/Not Hired	CR+1	01/18/2005
	These files, from individual applicants who were not interviewed, may include resumes, applications, and supporting documents		
17.066 -	Job Applications-Interviewed/Not Hired	CR+2	01/18/2005
	These files, from individual applicants who were interviewed, but not hired, may include resumes, applications, and supporting documents.		
	ACT = Active CR = Creation EXP = Expiration		scal Year

01/20/2005 3:54:05 PM Page 22

EVT = **Event**

DISP = **Immediate Disposal**

SUP = **Superseded**

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.067 -	Workers Disability Compensation Files	ACT+10	01/18/2005
	These files document any claims made for workers disability compensation benefits. They may consist of a copy of the report of the incident/injury made by the employee (original is sent to the insurer) and a copy of all reports from the occupational health center. Any litigation is kept in a separate file. ACT = until the claim is settled.		
17.068 -	Job Descriptions	SUP	01/18/2005
	These records document job classification systems and positions. They may include research, surveys, or reviews done to create job descriptions, as well as job classifications and selection criteria. Job descriptions may include a summary of responsibilities, functions, applicant requirements, and salary and benefit classifications. Job descriptions are filed alphabetically by position title in a separate file		
17.069 -	Volunteer/Subsidized Employee Personnel Files	ACT	01/18/2005
	These files document volunteers or subsidized workers. They may identify assignment locations, hours worked, background checks, and training related to the job. Records may include an application, signed forms authorizing the releases of employee information, correspondence with program officers, timesheets and schedules. ACT = while the individual is participating in the program and working at the library.		

ACT = **Active**

SUP = **Superseded**

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.070 -	Continuing Education	ACT	01/18/2005
	These records document on-going training of librarians, which is required by state law as a condition of receiving state aid. The file consists of certificates of completion for accredited programs. ACT = while individual is employed by the library		
17.071 -	<u>User Accounts</u>	ACT	01/18/2005
	These accounts give library staff access to employee e-mail, calendars, and file space on a library server. The file may include names, titles, locations, and phone numbers. ACT = while the employee is on staff.		
17.072 -	Electronic Equipment Inventory	ACT	01/18/2005
	This inventory lists each computer, software license, and peripheral equipment used by library patrons and staff. The inventory may identify the model number, manufacturer, location, inventory numbers, type of user, date of purchase, peripherals, software licenses, IP addresses and allocations assigned to each device. ACT = while equipment is in use.		
17.073 -	Network Drop Map/Schematic	ACT	01/18/2005
	This schematic indicates how various computer terminals are connected. It often consists of a floor plan depicting the location of terminal access boxes and the network lines connecting them. ACT = while current.		

01/20/2005 3:54:05 PM Page 24

EVT = **Event**

 $\mathbf{EXP} = \mathbf{Expiration}$

 $FY = Fiscal\ Year$

DISP = Immediate Disposal

 $\mathbf{CR} = \mathbf{Creation}$

Series Title	Total Retention	State Administrative Board Approval Date
Integrated Library System (ILS)	SUP	01/18/2005
The ILS manages circulation and ordering records. It consists of a database of bibliographic/holdings, patron registrations, and acquisition/purchasing systems. It may be accessible over the internet or just to internal users		
Back-Up Tapes	SUP	01/18/2005
These duplicate tapes of library servers prevent loss of essential library information. The back-up tapes are often labeled according to server and date. They are written over on a regular schedule, according to library policy.		
Software Guides	ACT	01/18/2005
These files consist of software and equipment installation, operation, and trouble-shooting information. ACT = while the equipment or software is being used within the library.		
Web/Intranet Files	ACT	01/18/2005
These files document library intranet and internet sites. These files may include a site map, a list of content on the sites, and who is responsible for the content of the site. ACT = while current.		
	The ILS manages circulation and ordering records. It consists of a database of bibliographic/holdings, patron registrations, and acquisition/purchasing systems. It may be accessible over the internet or just to internal users **Back-Up Tapes** These duplicate tapes of library servers prevent loss of essential library information. The back-up tapes are often labeled according to server and date. They are written over on a regular schedule, according to library policy. **Software Guides** These files consist of software and equipment installation, operation, and trouble-shooting information. ACT = while the equipment or software is being used within the library. **Web/Intranet Files** These files document library intranet and internet sites. These files may include a site map, a list of content on the sites, and who is	The ILS manages circulation and ordering records. It consists of a database of bibliographic/holdings, patron registrations, and acquisition/purchasing systems. It may be accessible over the internet or just to internal users Back-Up Tapes

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.078 -	Web Server and Routers	ACT	01/18/2005
	These files document equipment used for the maintenance of the website. The files may identify the date of purchase, serial and model numbers, the speed of the connecting cables, and the capacity of the equipment. ACT = while library owns the equipment.		
17.079 -	<u>Library/Cooperative Website</u>	ACT	01/18/2005
	Library websites may include information about hours, library events and classes, links to popular reference resources, and provide a gateway to the catalog. Cooperative websites may include information about the location, hours and services. The website also serves as a gateway to member library websites and online catalogs. The website may also provide links to online library sources. ACT = while website information is current and of use to the public and member libraries.		
17.080 -	Order Records	CR+7	01/18/2005
	These records document acquisitions to the library collections and track new acquisitions. The order forms may include short bibliographic information, the person who selected or ordered the item, the source of funding, the number of copies ordered, the estimated cost of the order, the vendor, the date received, the invoice number, date, amount, and the date the invoice is paid. The records may include order lists, acquisition records, printouts of online purchase, and electronic ordering data on the ILS.		

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.081 -	Magazine Order Records	ACT	01/18/2005
	These records list magazine subscriptions whether ordered separately or through a subscription service. It may list the titles of current subscriptions, renewal dates and expected dates for new issues. This information may be kept in lists, spreadsheets, or vendor order records. ACT = while the library holds the magazine subscription.		
17.082 -	Memorials Book Donations	ACT	01/18/2005
	These files document memorial money donated to the library. Information may include the donor name and contact information, an inventory of the items purchased with the funds, and the name of the person memorialized. Large financial gifts usually include a letter of acknowledgement. ACT = while the item is held by the library.		
17.083 -	Shelf List	ACT	01/18/2005

The shelf list consists of catalog cards for each item in the library collection. The list may identify the item by its call number, title, cost, ISBN, date acquired, and Library of Congress Subject Headings. ACT = until item is deaccessioned.

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.084 -	Circulation Cards	ACT	01/18/2005

01/18/2005

ACT

These cards document which items are borrowed, when they are due, and who has borrowed them. The card for books may include the author, title, call number, date due, and patron card number. Cards for video checkout may include the name, address and phone number of the patron, and a responsibility statement to be signed and dated by the borrower. Cards are removed from the item when it is borrowed and are retained at the library. ACT = until the item is deaccessioned and all relevant fines are paid or are written off, per library policy.

17.085 - Bibliographic Records

These records contain the basic information about each title in the library collection. These records may have been created in house (for local publications or AV materials), or may have been acquired from a vendor or Online Computer Library Center (OCLC). Once acquired, they are maintained in a card catalog system or electronically in an integrated library system (ILS). They contain highly structured Machine Readable Catalog (MARC) information including, title, author, publisher, copyright dates, subject headings, content notes, Library of Congress numbers, ISBN, Dewey numbers, barcode numbers, and the location of copies held by the library. ACT = while a copy of the title is held by the library.

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year

SUP = Superseded EVT = Event DISP = Immediate Disposal

ACT = **Active**

SUP = **Superseded**

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.086 -	Item Level Record	ACT	01/18/2005
	These records document each individual copy of any title within the collection. The record consists of all bibliographic information, plus the copy number, location, and availability. If it is maintained in the ILS it may also include links to patron information about the current and last patron who borrowed the item. However, libraries are encouraged to only retain information about the current circulation transaction. When the library possesses only a single copy, the bibliographic record may also serve as the item level record. ACT = while the library possesses the item.		
17.087 -	Authority Files	ACT	01/18/2005
	These files promote consistency of identifying names and subjects according to established rules in bibliographic records. Libraries may purchase authority files from a vendor. They are deleted from an ILS when there is no longer an item to which it can refer (blind reference). ACT = as long as the file references an item in the collection.		
17.088 -	Patron Registration Forms	ACT	01/18/2005
	Patron registration cards contain identifying information for each individual who may withdraw materials from the library collection. Many libraries have separate forms for adults and youth. All cards are signed by adults and may list the adult's name, address, telephone, birth date, gender, drivers' license number, contact information, and a signed statement of responsibility for any library materials borrowed. Youth cards include identifying information for the youth. Borrowing privileges may extend for indefinite or limited periods of time. Libraries are encouraged to establish an expiration date for borrowing privileges (that may be renewed) and to arrange patron registration records according to these dates to facilitate weeding. Registration forms are kept until all fines have been paid and all items returned. ACT = while active as defined by library policies and procedures.		

01/20/2005 3:54:05 PM Page 29

EVT = **Event**

EXP = Expiration

FY = Fiscal Year

DISP = Immediate Disposal

 $\mathbf{CR} = \mathbf{Creation}$

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.089 -	Patron Database	ACT	01/18/2005
	Identifying information from the patron registration forms, including a card number, is entered into the ILS for purposes of identifying which patrons have borrowed which items. In addition, patron records identify the items currently borrowed, fines, holds, and any interlibrary loans. ACT = until the card expires without renewal and all items are returned and fines paid, per library policy		
17.090 -	Internet Use Agreements	ACT	01/18/2005
	These documents are signed by patrons who agree to abide by the library's internet usage policies. The agreements may include a date, name, signature, birth date, and contact information. A parent's signature may be required for minors. The forms may indicate if the patron will have access to the filtered or unfiltered terminals. Libraries are encouraged to arrange youth agreements by birth date and adult agreements alphabetically. ACT = Agreements are retained until the patron's registration (see item #87) expires.		
17.091 -	Computer Use Schedules	EVT	01/18/2005
	These sign-up lists for use of computer terminals may include a name, start time, and the computer assigned. Libraries are encouraged to erase the electronic log of web sites visited by each patron when the patron logs off the computer. EVT = end of business day.		

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.092 -	Overdue Notices	ACT	01/18/2005
	These notices are sent to patrons to remind them to return borrowed items including videos, print materials, or interlibrary loan items. Notices may be generated manually or automatically by the ILS. ACT = until fines are paid or are written off, per library policy.		
17.093 -	Overdue/Fine Records	ACT	01/18/2005
	These records document all items that are currently overdue and the notification of patrons of overdue materials. They are created when the items become overdue. If the fine is not paid, patron contact information may be turned over to the police or a collection agency. ACT = until item is returned or until fines are paid or are written off, per library policy.		
17.094 -	Interlibrary Loan Records	ACT	01/18/2005

These records track the request and return of library items exchanged under cooperative, consortium, Online Computer Library Catalog (OCLC) or InMICH agreements. The requests may be made manually, but are generally made and filled through databases. No patron information is included in these requests. Patron information is found in the requesting library's patron database as ILL requests and/or material checked out on item level records. Records of lent items are noted on the item level records as checked out to the library. All of these records indicate when and where the item was sent, when it is due back, and when it was returned. Records are kept until monthly statistics are created. ACT = until the item is received by the sender and monthly statistics are compiled.

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year

SUP = Superseded EVT = Event DISP = Immediate Disposal

Series Title	Total Retention	State Administrative Board Approval Date
Monthly Circulation Reports	CR+5	01/18/2005
These detailed reports summarize acquisition, interlibrary loan activity and circulation by type of material and/or Dewey Decimal number. They may include the number of new orders placed, received, processed (by the types of materials), and cataloged. ILL statistics list exchanges made through various union catalog services such as InMICH and OCLC. A copy of this report may be submitted to the board each month and filed with the board meeting records.		
Reference Statistics	ACT	01/18/2005
These records document the number of reference inquiries and may include online queries. They generally do not count simple policy or directional questions. These statistics may be reported to the board or they may be incorporated into other reports. ACT = while of use to the agency.		
Publicity, Design, and Production Requests	CR+1	01/18/2005
These records document requests for marketing or publicity materials. Documents may include the originating location, staff, and date. The documents may also describe the event to be publicized, a description of the work product needed, and the number of copies. These records may track when the work is completed and sent to the person requesting the job.		
	Monthly Circulation Reports These detailed reports summarize acquisition, interlibrary loan activity and circulation by type of material and/or Dewey Decimal number. They may include the number of new orders placed, received, processed (by the types of materials), and cataloged. ILL statistics list exchanges made through various union catalog services such as InMICH and OCLC. A copy of this report may be submitted to the board each month and filed with the board meeting records. Reference Statistics These records document the number of reference inquiries and may include online queries. They generally do not count simple policy or directional questions. These statistics may be reported to the board or they may be incorporated into other reports. ACT = while of use to the agency. Publicity, Design, and Production Requests These records document requests for marketing or publicity materials. Documents may include the originating location, staff, and date. The documents may also describe the event to be publicized, a description of the work product needed, and the number of copies. These records may track when the work is completed and sent to the person	Monthly Circulation Reports CR+5 These detailed reports summarize acquisition, interlibrary loan activity and circulation by type of material and/or Dewey Decimal number. They may include the number of new orders placed, received, processed (by the types of materials), and cataloged. ILL statistics list exchanges made through various union catalog services such as InMICH and OCLC. A copy of this report may be submitted to the board each month and filed with the board meeting records. Reference Statistics ACT These records document the number of reference inquiries and may include online queries. They generally do not count simple policy or directional questions. These statistics may be reported to the board or they may be incorporated into other reports. ACT = while of use to the agency. Publicity, Design, and Production Requests CR+1 These records document requests for marketing or publicity materials. Documents may include the originating location, staff, and date. The documents may also describe the event to be publicized, a description of the work product needed, and the number of copies. These records may track when the work is completed and sent to the person

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.098 -	Publicity and Programming Files	CR+3	01/18/2005
	These files provide information about specific library programs or events. These files may contain a copy of materials developed for publicity and programming, attendance sheets, and evaluation forms. They may also include any contracts or purchase orders for the event, the number and distribution sites of publicity materials, and schedules. Files documenting performances may include promotional literature, printouts from performer websites, press releases, notes, permission to photograph forms signed by attendees, any donation requests, correspondence, and flyers. A copy of any performer contract may be kept in contract files. These files may include subject files about performers in general, copies of flyers or other promotional ephemera. Select promotional materials may be kept permanently, in accordance with item #103.		
17.099 -	Mailing Lists	ACT	01/18/2005
	This list is used to distribute information and announcements to targeted groups of patrons and/or supporters. The list may include names, addresses, e-mail addresses, phone numbers, and other demographic information. ACT = while information is current and useful.		
17.100 -	Photographs	ACT	01/18/2005
	These digital and paper images of library events are kept to document library activities and/or to accompany press releases. A clearance signed by the subject of the image to reproduce the image should be kept with the photograph. ACT = while of value, keep some permanently as part of historical file .		

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.101 -	Contest Entry Forms	ACT+0/1	01/18/2005
	These forms are used to award prizes for contests. They may include names, contact information, school, grade, and age. They may accompany original art or writing samples. ACT = until determination of the contest winner.		
17.102 -	Exhibit Files	EVT+3	01/18/2005
	These records describe a library exhibit and document which items were used to create it. The files may include photographs of the exhibit, lists of materials used, any loan agreements for the exhibit materials, and dates the exhibit was shown. EVT = until exhibit closes.		
17.103 -	Library Publicity and Historical Files	PERM	01/18/2005
	These records document the history of the library and any community libraries that merged to form the existing library. These files may contain scrapbooks, photographs, newspaper clippings, memorabilia, and flyers from various events.		

SUP = Superseded EVT = Event DISP = Immediate Disposal

EXP = Expiration

FY = Fiscal Year

01/20/2005 3:54:05 PM Page 34

 $\mathbf{CR} = \mathbf{Creation}$

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.104 -	Library Newsletters	PERM	01/18/2005

These publications are created to inform the public and staff of events, policies, and other matters of interest to the library. They may include programming calendars, updates on electronic resources, or changes in library policies. They are useful for creating and preserving library cohesion and institutional memory.

.

17.105 - <u>Press Releases</u> ACT 01/18/2005

These records may contain documentation pertaining to the development of a press release. Files may include work requests, drafts, approved distribution lists, topical indexes, and official press releases. Only the official press release and related topical indexes need to be retained permanently. The remaining documents should be retained in accordance with item #98. ACT = while of reference value to the library. Some press releases should be preserved permanently to document the institutional memory of the library.

.

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year

SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.106 -	Donor Files	PERM	01/18/2005

PERM

01/18/2005

These files document the donation of materials to the collection. They may include a signed deed of gift, any correspondence pertaining to the donation, a list of the contents of the collection, and donor contact information.

.

17.107 - Accession Records

These records document the transfer of legal and physical custody of materials (photographs, documents, objects, printed materials, furniture, etc.) to the local history collection. It may include the date of transfer, name of and brief biographical information about the donor/creator, a brief description of the extent and contents of each box/ container, documentation transferring intellectual property rights to the library, the accession number of the collection, information about the acquisition price and existence of copies, any restrictions on use of the collection, notes, and the date that a letter of acknowledgement was

.

sent.

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year

SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.108 -	Processing Files	PERM	01/18/2005
	These files contain information about what is retained or deaccessioned during the processing of each collection that has been accessioned.		
17.109 -	Finding Aids	ACT	01/18/2005
	These access tools constitute the official inventory and description of a processed collection. They are used to facilitate research and include the title of the collection, span dates, size/extent of the collection, a brief description of the collection and history of or biographical notes about the creator. Where relevant, they also include a content list of items within the collection. ACT = while collection is retained.		
17.110 -	Plan of Service	PERM	01/18/2005
	The plan identifies the services that are offered by the cooperative, and the manner in which member libraries are represented on the cooperative's board and council. It also outlines the structure and responsibilities of the cooperative board, cooperative council, and all member libraries. Member libraries approve the plan.		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year

SUP = Superseded EVT = Event DISP = Immediate Disposal

SUP = **Superseded**

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.111 -	Council Meeting Records	PERM	01/18/2005
	The council consists of all member libraries. The meeting records document all matters brought before the council. Records may include an agenda, treasurer's report, minutes, and any committee reports. They also include any supporting documents relating to agenda items.		
17.112 -	Membership Lists	ACT	01/18/2005
	These lists contain contact information for member libraries. These may include public, school, academic, and special use libraries. The lists are used to facilitate administration and communication within the cooperative. These lists may be available on the cooperative's website. ACT = while the information is current.		
17.113 -	Online Union Catalogs	ACT	01/18/2005
	Cooperatives may provide online access to the combined catalogs of member libraries.		
17.114 -	Interlibrary Loan (ILL) Records		01/18/2005
	These records track requests to borrow or lend items through a service administered by the cooperative. These records document three types of ILL activity: a member library borrowing materials from another member library; a request from a member library that is not available within the cooperative; and a request to borrow material held by a member library		

01/20/2005 3:54:05 PM Page 38

EVT = **Event**

 $\mathbf{EXP} = \mathbf{Expiration}$

 $FY = Fiscal\ Year$

DISP = Immediate Disposal

 $\mathbf{CR} = \mathbf{Creation}$

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.114A -	ILL Requests by Member LibrariesFilled Within the Cooperative	ACT	01/18/2005
	These electronic records are created and stored only in the cooperative's union catalog and interlibrary loan automation system. Requesting libraries identify the item requested, find the member libraries that hold the item, and input a string of holding libraries by code number. The system automatically completes the request. ACT = until the item is loaned and returned.		
17.114B -	ILL Requests by Member LibrariesNot Filled Within the Cooperative	ACT+0/1	01/18/2005
	These records consist of printouts of request screens from the Online Computer Library Catalog's (OCLC) ILL system. These screens list the code for all participating OCLC libraries that hold the item. It may also include the request date, OCLC transaction number, bibliographic information, requesting library, and any terms of lending. Cooperative staff enters the codes of five libraries that possess the item and the computer system contacts these libraries sequentially until a loan is		

These records consist of printouts of request screens from the Online Computer Library Catalog's (OCLC) ILL system. These screens list the code for all participating OCLC libraries that hold the item. It may also include the request date, OCLC transaction number, bibliographic information, requesting library, and any terms of lending. Cooperative staff enters the codes of five libraries that possess the item and the computer system contacts these libraries sequentially until a loan is secured. The computer system records then indicate where the item was borrowed and when it is due back. The computer system includes fields for all items shipped, unfilled requests, conditional loans, renewal requests, and returns. Library staff checks these fields to process requests and record any information about the request on the printout. Printed copies of these transactions are kept in an active file until the item is returned, plus an additional month in an inactive file. ACT = until the item is returned.

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year SUP = Superseded EVT = Event DISP = Immediate Disposal

SUP = **Superseded**

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.114C -	Interlibrary Loan Requests from Non-Member Libraries	ACT+0/1	01/18/2005
	These requests are received in the pending data file of the OCLC ILL system. They list the requesting library, title and other bibliographic information, as well as any notes regarding the request. This form is printed and a lending library is sought through the cooperative's ILL system. Member libraries holding the item are entered, and the ILL system automates the request. The printout of the item, with the lending library code, is kept by the cooperative in a loan file. If the request cannot be filled within the cooperative, a note is attached in the reply stating the reason why the item is not currently available. ACT = until the item is borrowed and returned.		
17.115 -	Log of ILL Requests by Member Libraries	CR+1	01/18/2005
	This document lists the OCLC transaction number, code of the borrowing library, date shipped, place shipped from and to, the title, and the date it was returned for all requests by member libraries. This log is a source document for monthly statistics.		
17.116 -	Log of Interlibrary Loan Requests from Non-Member Libraries	CR+1	01/18/2005
	This log lists the OCLC transaction number, code of the borrowing library, date shipped, place shipped from and to, the title, and the date it was returned. If the request cannot be filled, the reason is noted. This log is a source document for monthly statistics.		

01/20/2005 3:54:05 PM Page 40

EVT = **Event**

DISP = **Immediate Disposal**

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.117 -	Monthly ILL Transactions-Borrowing Statistics	CR+1	01/18/2005
	These reports summarize the number of items borrowed by member libraries. They list the number of books, photocopies, other media materials, and totals for each month. They also summarize the lending source, the items unfilled, and the completed requests during the current fiscal year. A copy of this report is submitted to the board each month and is filed with the board packet.		
17.118 -	Monthly Statistics on Items Lent by Member Libraries	CR+5	01/18/2005
	These detailed reports summarize the number of requests shipped from individual member libraries. It may also include the total requests shipped, unfilled requests, and total requests. This document lists the total items requested and shipped by month through OCLC and the cooperative's ILL system. A copy of this report is submitted to the board each month and is filed with the board packet.		
17.119 -	Interlibrary Loan Reference Codes	ACT	01/18/2005
	These documents list ILL codes for member libraries in order to facilitate ILL requests. The lists may include OCLC and cooperative codes, codes and or e-mail addresses of member libraries that participate the rapid journal article transmission service. Other documents may specify the policies of various libraries regarding the loan of materials such as reference books, audio, CDs, video, etc. ACT = while information is current and useful for administration of the program.		

ACT = Active CR = Creation EXP = Expiration FY = Fiscal Year
SUP = Superseded EVT = Event DISP = Immediate Disposal

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.120 -	16 mm Film Collection Records	ACT	01/18/2005
	This file contains the current list of 16 mm films available for circulation. Libraries interested in borrowing a film contact the cooperative by phone or e-mail and the cooperative sends the film by courier. The lending records for films are may identify the name and number of the borrowing library, and the date they are checked out. Items can also be reserved if they are currently checked out. When the films are returned, the title is checked in. ACT = while information is current and useful for reference.		
17.121 -	Rotating Video Collection Inventory	ACT	01/18/2005
	These records document cooperative-owned videos. Boxed collections of videos rotate from library to library on a monthly basis. Each box contains a copy of the box inventory listing the title, rating, price, length, and if it is in color. When the box is returned, all items are checked, broken items are replaced, and the inventory is updated. Replacements are made from extra copies of videos kept in the cooperative. Video collection records may include a full inventory of all videos owned by the cooperative, an inventory of all extra videos kept as replacements, an official copy of the inventory of each box, and a copy of the inventory kept in the box. A rotation schedule for boxes is revised annually, presented to board and kept in board packet. ACT = while information is current and useful for reference.		
17.122 -	Film/Video Circulation Summary	CR+5	01/18/2005
	This monthly report lists the number of 16 mm films and other videos circulated from the cooperative holding by member libraries. The 16 mm film collection and the rotating video collection are the only circulating items owned and maintained by the cooperative		

01/20/2005 3:54:05 PM Page 42

EVT = **Event**

 $\mathbf{EXP} = \mathbf{Expiration}$

 $FY = Fiscal\ Year$

DISP = **Immediate Disposal**

 $\mathbf{CR} = \mathbf{Creation}$

ACT = Active

SUP = **Superseded**

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.123 -	Document Delivery Service Forms	ACT	01/18/2005
	These forms document ILL items that are in transit. The forms list all libraries on courier routes and hub connections with other cooperative, school district, and private courier services. The form stating the destination is attached to each ILL item. The forms do not include any information about the item. ACT = while item is in transit.		
17.124 -	Delivery Schedule	SUP	01/18/2005
	These records list the courier routes, stops, and times for each delivery route and the day of the week. The courier does not carry a manifest of ILL items while in transit. The delivery schedule is revised as needed.		
17.125 -	Training and Workshop Records	ACT+3	01/18/2005
	These files include materials used to teach workshops such as handouts, electronic presentations, and other documents created by cooperative training staff. They may also include preparation files or subject files, and information about workshop leaders and their offerings, but do not include contracts. ACT = while workshop is included in the curriculum.		
17.126 -	Workshop Calendars and Flyers	SUP	01/18/2005
	These materials publicize workshop offerings and are mailed statewide to participants of previous workshops. They are also mailed electronically to all cooperative directors and are posted on the cooperative website. Flyers may include titles, dates, times, locations, course descriptions, presenter information, general information, and registration forms.		
	ACT = Active CR = Creation EXP = Expiration SUP = Superseded EVT = Event DISP = 1	FY = Fis	

SUP = **Superseded**

Item Number	Series Title	Total Retention	State Administrative Board Approval Date
17.127 -	Workshop Authorization Form	ACT	01/18/2005
	This form authorizes individuals who are not employees of member libraries to attend cooperative workshops. The form may include registrant information and their patron status at a member library. The director of the member library will sign them. ACT = until patron completes workshop.		
17.128 -	Registration Forms	ACT	01/18/2005
	These forms accompany payments for workshops, and are used when applying for Continuing Education Units (CEUs). The forms and a photocopy of the payment are used to compare attendance and fees received. The forms may include names, contact information, and library membership. ACT = until attendee completes workshop		
17.129 -	Workshop Statistics	CR+3	01/18/2005
	This summary of training room events may include workshop titles, dates, CEUs granted, number of attendees, revenue received, expenses and the net income. Attendance and income/expense/net profit is totaled monthly and annually according to the cooperative's fiscal year.		
17.130 -	Proposals for New Services	ACT	01/18/2005
	Proposals may include planning documents, a description of the new service, date the policy was established, and costs for the service. Proposals are presented to member libraries at council meetings. ACT = while new service is being introduced.		

01/20/2005 3:54:05 PM Page 44

EVT = **Event**

 $\mathbf{EXP} = \mathbf{Expiration}$

 $FY = Fiscal\ Year$

DISP = Immediate Disposal

 $\mathbf{CR} = \mathbf{Creation}$

General Schedule #17--Public Libraries Appendix I: Topical Index

Topic	Page #
Accidents	6, 21
Accounting	9
Administration	3-7
Annual Reports	2, 5
Attendance	20
Audit	8
Bids	13
Board of Directors	1-2
Budget	7-8
Bylaws	1
Calendars	4
Cancelled Checks	9
Catalog	29, 38
Circulation	28, 32
Continuing Education	24, 43-44
Contracts	11
Cooperatives	38-44
Correspondence	3
Deposits	9, 11
Directives	1
Donations	4, 27, 36
Exhibits	34
Facilities	15-16
Finance	8-14
Fixed Assets	12, 24
Freedom of Information Act (FOIA)	7
Friends of the Library	5
Grants	5
Grievances	21
Health Plans	19
Hiring	22
Human Resources	17-23
I-9	19
Information Technology	24-26, 30
InMICH	32
Insurance	13, 18
Integrated Library System (ILS)	25, 28, 31
Interlibrary Loan (ILL)	31, 38-41

Invoices	10
Job Applications	22
Leases	11
Ledger	9
Library of Michigan	5
Library Privacy Act	7
Library Services and Construction Act (LSCA)	5
Library Services Technology Act (LSTA)	5
Licenses	15
Litigation	12
Local History	36-37
Machine Readable Catalog (MARC)	28
Meeting Records	2, 38
Meeting RecordsStaff	4
Millages	6
Newsletters	22, 35
Online Computer Library Center (OCLC)	28, 38-41
Overdue	31
Patrons	6, 29-30
Payments	9
Payroll	13-14, 17
Permits	15
Personnel	17-18
Planners	4
Policies	1
Press Releases	35
Procedures	1
Publicity	32-33
Purchases	10, 26-27
Reference	32
Subject Files	3
Support Services	26-32
Technology	24-26, 30
Timekeeping	20
Training	24, 43-44
Unions	19, 22
Universal Service Fund	5
Vehicles	17
W-2	14
Withholding	18
Workers Disability Compensation	21, 23

General Schedule #17--Public Libraries Appendix II: Frequently Asked Questions

Q: What is a public record?

A: The Michigan Freedom of Information Act (FOIA) (Public Act 442 of 1976, as amended) defines public records as recorded information "prepared, owned, used, in the possession of, or retained by a public body in the performance of an official function, from the time it is created."

Q: Are all records considered to be "official" records?

A: No. General Schedule #1 addresses the retention of "nonrecord" materials. These documents are broadly defined as drafts, duplicates, convenience copies, publications and other materials that do not document agency activities. These materials can be disposed of when they have served their intended purpose. Libraries need to identify the "office of record" when multiple offices possess copies of the same record. The "office of record" is responsible for following the retention period that is specified, duplicates do not need to be retained. A more comprehensive definition can be found in the approved schedule (available online at http://www.michigan.gov/documents/hal mhc rms GS1 local 110758 7.pdf).

Q: Are the retention periods listed on the general schedule minimum amounts of time that a record should be kept?

A: Yes. General schedules authorize, but do not require, public officials to dispose of records after the expiration of the assigned retention period. Local situations may require retention beyond the periods listed, and nothing prevents a library from retaining records longer than the specified period of time. If records are kept for less than the amount of time listed, the library can be penalized for unlawful destruction of records. In addition, if records are kept too long, they can waste valuable storage space, and they can become a liability to the library if it receives a FOIA request, or if it becomes involved in litigation.

Q: Does my library have to follow the general schedule?

A: Records cannot be lawfully destroyed without the authorization of an approved Retention and Disposal Schedule. The purpose of the General Schedule for Public Libraries is to ensure that all libraries are following consistent retention practices, and to prevent individual libraries from having to develop an agency-specific schedule. However, if your library does not want to follow the general schedule, it would need to get an agency-specific schedule approved. [Note: agency-specific schedules always supersede a general schedule.] Internal library policies that are approved by the library's governing board do not have the force of law that an approved Retention and Disposal Schedule has.

Q: What is an agency-specific schedule?

A: Agency-specific schedules are Retention and Disposal Schedules that only apply to the agency listed on the document. They are intended to cover records that are unique to that specific agency. Records that are listed on an approved general schedule should not be listed on an agency-specific schedule, unless the agency has a unique situation that justifies a different retention period than the one everyone else is following. The instructions and forms for agency-specific schedules are available online at http://www.michigan.gov/recordsmanagement/.

Q: What should my library do if we create a record that is <u>not</u> listed on the general schedule?

A: The general schedule covers records that are common to most public libraries. However, it does not claim to be inclusive of every record that all libraries create. Records that are not listed on this general schedule cannot be destroyed without the authorization of an approved agency-specific schedule.

Q: What should my library do if we do <u>not</u> create a record that is listed on the general schedule?

A: Nothing. General schedules do not mandate that any of the records listed on the schedule be created. However, if they are created in the normal course of business, the schedule establishes a retention period for them.

Q: What do the codes in the Total Retention column mean?

A: The **retention codes** that appear on the schedule are used to establish how long records are retained by the creating agency before they are destroyed. Retention codes determine how destruction dates will be automatically calculated by Versatile (Versatile is the records management software that is used by Records Management Services to manage the retention of records), and the date upon which the calculation will be based. Definitions of these codes can be found in the Records Management Manual.

Q: What do the numbers in the Total Retention column represent?

A: In addition to the retention code, a period of time, years and/or months, can be used in the calculation of the retention period. Years are expressed as whole numbers, and months are expressed as fractions. For example, the fraction "0/6" would represent 6 months. The retention code plus the period of time results in a mathematical formula to determine a disposal date.

Q: Does the general schedule only cover paper records, or does it cover databases and other electronic records too?

A: Records can exist in a wide variety of formats, including paper, maps, photographs, digital images, e-mail messages, databases, etc. The retention periods listed on this general schedule do not specify the format that the record may exist in, because each government agency that adopts this schedule may choose to retain its records using different recording media. Government agencies are responsible for ensuring that their records, regardless of format, are properly retained and remain accessible during this entire retention period. Various laws identify acceptable formats for retaining public records; agencies are responsible for understanding and complying with these laws.

Q: Does the general schedule cover e-mail?

A: Yes. Many of the record series listed on the general schedule may originate as email. Those e-mail messages need to be retained for the period of time specified by the schedule. For more information about e-mail retention, please check out the online guide at http://www.michigan.gov/recordsmanagement/.

Q: Can records be microfilmed or digitally imaged?

A: Yes. The Records Reproduction Act (MCL 24.401-24.406) regulates the reproduction of public records by Michigan government agencies at all levels. This law requires the Michigan Department of History, Arts and Libraries to promulgate technical standards to ensure the continued accessibility and usability of records that are microfilmed or digitized throughout their retention period. The standards are also intended to help state and local governments ensure the integrity and authenticity of their records. The Records Management Services administers competitively bid master contracts for microfilming and imaging services. Libraries are eligible to use these contracts to receive these services. More information is available online at http://www.michigan.gov/recordsmanagement/.

Q: How can I determine which records that are listed on the general schedule contain confidential information that should not be released to the public?

A: Select records series that are listed on the general schedule may be exempt from public disclosure, in accordance with the provisions of the Freedom of Information Act and/or the Library Privacy Act. Please consult with your attorney or the Library of Michigan if you need additional information.

Q: Is there an appropriate way to destroy records that contain confidential information?

A: Yes. Some public records contain sensitive or confidential information. These records should not be placed in a regular trash or recycle bin when they are

destroyed. It is important that government agencies ensure that these records are destroyed in a manner that prevents the inappropriate release of the information. The State of Michigan administers a master contract with a vendor that complies with the state's requirements for confidential destruction of records. Government agencies that are interested in using this contract should contact the vendor: Certified Document Destruction, attention: Brian Dorosz, (800) 433-7876. Confidential electronic records should be destroyed in accordance with the U.S. Department of Defense "Standard Industrial Security Program Operating Manual" (DoD 5220.22-M).

Q: Who is responsible for ensuring that this schedule is followed?

A: The Michigan Penal Code (MCL 750.491) establishes misdemeanor penalties for disposing of records without the authorization of an approved Retention and Disposal Schedule. Library directors are responsible for ensuring that relevant staff are aware of the provisions in the schedule and follow them. The Records Management Services does not audit agencies and assess penalties. However, courts may penalize agencies for failing to follow an approved Retention and Disposal Schedule.

Q: What happens to the records of libraries that close/cease operating?

A: Another agency within the political boundaries of the library should be assigned the responsibility of retaining the short-term records (such as financial documents), until their retention period has expired so they can be audited. The State Archives of Michigan may take responsibility for preserving the permanent records (such as board meeting records, newsletters, etc.). Libraries in this situation should contact the State Archives for assistance at (517) 373-1408 or http://www.michigan.gov/statearchives/.

Q: What should I do if I have suggestions for revising the general schedule?

A: Contact the Records Management Services at (517) 335-9132.